



CHURCH ADMINISTRATIVE MANAGER

Job Description

The Church Administrative Manager will manage the day-to-day management and organization of church administrative needs.

RESPONSIBILITIES

Reporting to the Pastor-in-charge, the Church Administrative Manager plays a crucial role in ensuring effective and efficient operations of Cairnhill Methodist Church, which includes overseeing the different systems and functions of the church office. The duties include:

Office Management:

Managing the daily office operations, supporting the Pastor-in-charge in supervising the church staff, coordinating across the needs of different ministries, developing and maintaining necessary policies and procedures.

Financial Management:

Serving as custodian for financial records. Implementing established financial procedures of the church. Communicating and working with the Finance Committee to execute appropriate budget and accounting systems. Preparing financial information required, reporting to Pastor and Finance Committee.

Information Technology:

Understanding the operation of and overseeing the maintenance of office and computer equipment including records retention and disaster recovery planning. Ensure proper network and web administration, data protection and risk management as well as maintenance of all department databases.

Human Resources:

Supporting PPRSC's initiatives and oversees all aspects of the human resources transactional functions, except succession planning, change management, talent and staff development, including performance management, compensation & benefits and manpower planning.

Governance:

Responsible for the organization's PDPA policies and procedures as well as governance matters, ensuring that the organization meets its obligations to comply with the financial and corporate legislations on governance and financial integrity.

* Other responsibilities as agreed with the Pastor-in-charge.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong organizational skills – planning, delegating, attention to details, effective time management, able to work well under pressure, strong in collaborating with others.
- Excellent communication, interpersonal and relationship building as well as presentation skills to assist Pastor-in-Charge and manage staff team to achieve organizational goals.
- Flexibility and ability to work on multiple projects concurrently.
- Strong in problem-solving and analytical ability.
- Ability to use considerable judgment, exercise initiative and able to work independently.

EDUCATION AND EXPERIENCE

- Holds a basic degree in business administration or related field.
- Possess at least ten years of similar experience in a large charity or Non-Government-Organization.
- Proven experience in business management and financial planning, operational management and human resources management in a church, not-for-profit and/or private sector is preferred.

TO APPLY

We invite candidates with suitable experience and qualification to write to Rev Dr William Sam at william@cairnhillchurch.com.

Only shortlisted candidates will be notified.